



*Embassy of the United States of America
Paris, FRANCE*

November 16, 2020

Subject: Updated Solicitation notice – Employee Assistance Program (EAP)

Ref.: 19FR6321Q0006 /SR

The Embassy of the United States of America in Paris intends to issue a solicitation for an Employee Assistance Program tailored specifically to support the Joint Mission local employees (LE Staff) with professional and personal issues and concerns.

Only companies specializing in this field of work with valid permits and experience should apply for a solicitation package.

The issuance of the solicitation package is anticipated to be on **November 20, 2020**. The due date of bids will be at 16:00 on **December 11, 2020**.

Interested parties should contact Mrs. RUINOT by phone at 01 43 12 25 13, in order to receive a solicitation package or email to ParisContracting@state.gov

Details to be provided by the company are:

- Name and address of company
- Name of requestor and designation
- Contact details – email address and phone numbers

Instructions for submission of proposal will be stated in RFQ 19FR6321Q0006.

Bidders must register in the System for Award Management (SAM) prior to submission. Registration information is available in link below:

<https://www.statebuy.state.gov/pd/Pages/AdditionalVendorReg.aspx>

As registration may be a lengthy process, interested bidders should initiate the registration as soon as possible. The resultant SAM number must be provided with the proposal submission. The U.S. Government intends to award a contract that is the most advantageous to the Government, price and other factors considered. We intend to award a contract based on initial bids, without holding discussions, although we may hold discussions with companies in the comparison range if there is a need to do so.